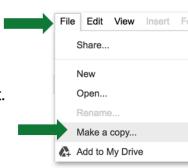


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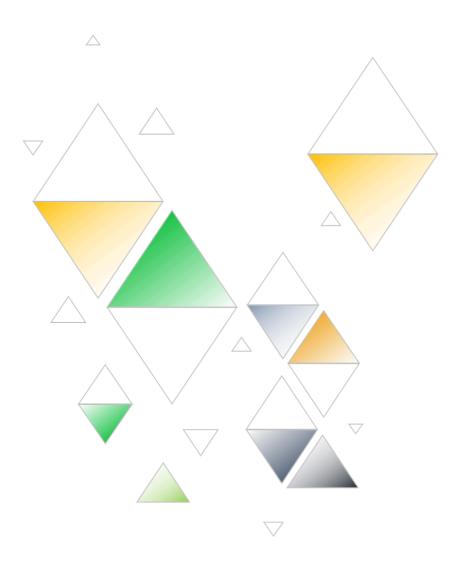
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CONSTRUCTION RFI TEMPLATE

Templates begin on page 2.



Company Name 123 Main Street Hamilton, OH 44416 (321) 456-7890 Email Address

YOUR LOGO

DATE OF REQUEST

Point of Contact

PROJECT NAME

REQUEST FOR INFORMATION

RFI NUMBER

| PROJECT LOCATION | | | | | PROJECT ID | DRAWING ID | |
|----------------------------------|------------------|----|-----------|----------------|-----------------------|------------------|--|
| | | | | | | | |
| RFI OVERVIEW | | | | | SECTION(S) REFERENCED | | |
| | | | | | | | |
| CHANGE IN COST | | | | CHANGE IN TIME | | | |
| | NO CHANGE | | | NO CHANGE | | | |
| | INCREASE IN COST | \$ | | | INCREASE IN TIME | of Days = | |
| | DECREASE IN COST | \$ | | | DECREASE IN TIME | of Days = | |
| REQUEST / CLARIFICATION REQUIRED | | | | | | | |
| | | | | | | | |
| NAME OF REQUESTING PARTY | | | SIGNATURE | | | DATE OF REQUEST | |
| | | | | | | | |
| | | | | | | | |
| RESPONSE | | | | | | | |
| | | | | | | | |
| NAME OF RESPONDING PARTY | | | SIGNATURE | | | DATE OF RESPONSE | |
| | | | | | | | |

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